## ClubRunner

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# How do I change an inactive member to an active member?

Michael C. - 2022-08-26 - Membership Management

When an inactive member returns to the club, you can reactivate them making use of the **Inactive Members List**. This situation can arise when a member takes a leave of absence for illness, travel or other reason.

- 1. To access the **Inactive Members List**, you must go to your club homepage and log in. Then, click on **Member Area** near the top right of the page.
- 2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
- 3. Now, click on Member Lists.
- 4. You are now on the Active Members List page, where you can browse a list of all currently active members.

#### **Active Members List**

Members per Page: 25 🗸

#### AII A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

|       |                        |        | Transfer | New Member    | Add New Member     |
|-------|------------------------|--------|----------|---------------|--------------------|
|       |                        |        |          |               | •                  |
| Email | □ By First Name Name ▲ | Туре   | Access   | Action        |                    |
|       | Aaron, Johnathon       | Active | 70       | Change Status | I Reset Password   |
|       | Aaronson, Abe          | Active | 30       | Change Status | s   Reset Password |
|       | Aaronson, Erin         | Active | 50       | Change Status | s   Reset Password |
|       | Adams, Shawn           | Active | 70       | Change Status | s   Reset Password |
| ٨     | Arnold, Kathy          | Active | 70       | Change Status | s   Reset Password |

5. To view and edit currently inactive members, click the **Inactive Members List** link under the **Members** header on the left side.



6. Here, you can view and edit the details of all your inactive members. In order to reinstate a member, click on **Change Status** under the **Action** column.

| Inacti | ve N       | /len              | nbe   | ers | Lis | t    |   |        |   |   |    |   |   |   |       |      |     |       |    |     |      |       |   |       |    |         |       |     |
|--------|------------|-------------------|-------|-----|-----|------|---|--------|---|---|----|---|---|---|-------|------|-----|-------|----|-----|------|-------|---|-------|----|---------|-------|-----|
| Member | s per F    | <sup>o</sup> age: | 25    | ~   |     |      |   |        |   |   |    |   |   |   |       |      |     |       |    |     |      |       |   |       |    |         |       |     |
| All A  | В          | С                 | D     | E   | F   | G    | Н | $^{+}$ | J | К | L. | М | Ν | 0 | Ρ     | Q    | R   | S     | Т  | U   | ۷    | W     | Х | Y     | Ζ  |         |       |     |
|        |            |                   |       |     |     |      |   |        |   |   |    |   |   |   |       |      |     |       |    |     |      |       |   |       | Ac | ld New  | Mem   | ber |
|        |            |                   |       |     |     |      |   |        |   |   |    |   |   |   |       |      |     |       |    |     |      |       |   |       |    |         |       |     |
| Email  | <b>• •</b> | By Fir            | st Na | ame | Nan | ne 🔻 |   |        |   |   |    |   |   | 1 | Гуре  |      | 4   | Acces | ss | Act | ion  |       |   |       |    |         |       |     |
|        | Aller      | n, Jan            | ice   |     |     |      |   |        |   |   |    |   |   | E | x Me  | embe | r 7 | 70    |    | Cha | ange | Statu | S | Delet | e  | Reset F | asswo | ord |
|        | Aller      | n, Kell           | у     |     |     |      |   |        |   |   |    |   |   | E | Ex Me | embe | r 7 | 70    |    | Cha | ange | Statu | s | Delet | e  | Reset F | asswo | ord |

7. This takes you to the change status screen. It now gives you three choices. Click **Activate Membership**.

**Change Status for Janice Allen** 

| Please choose one of the following | ng options to continue making changes to this person's sta |
|------------------------------------|--|
| Activate Membership                | Change this person to an Active or Honorary member         |
| OR                                 |  |
| Change Status to Other User        | Change this Inactive member to an Other user               |
| OR                                 |  |
| Edit Inactive Member Type          | Edit this member's Inactive member type; e.g. Ex Membe     |

- 8. There are now a few options:
  - $\circ~$  Membership Type This is what type of membership the member would be changed to.
  - Date Joined Club This is the member's rejoin date.
  - **Date Joined Rotary/Organization -** This is the first date when the member joined the organization.
  - **Check Box** *This is only for Rotary Clubs*. If you do <u>NOT</u> want to notify Rotary International about the change click on this check box.
- 9. Once done, click Activate Membership.

Activate Membership for Janice Allen

| Completing this form a                               | llows you to move thi      | s person to     |
|--|----------------------------|-----------------|
| Select the new membersh                              | nip type:                  |                 |
| Membership Type                                      | Active                     | ~               |
| Date Joined Club                                     | Nov 26 2021                |                 |
| Date Joined Rotary                                   | Sep 04 2013                |                 |
| Report this activation Do NOT report this activation | to Rotary Internationation | al<br>rnational |
|  |                            |                 |

The member is now active. To further edit their profile, look them up in the Active Member List.

### **Related Content**

- <u>Reversing a member termination within ClubRunner</u>
- How do I add a new member?
- How do I change the membership type to honorary?
  How do I edit or change an inactive membership type?